

**SECRET**

DD/ST# 1489-69

ORD 2506-69

11 April 1969

MEMORANDUM FOR : DDS&T Records Management Officer  
SUBJECT : Records Purge Activities

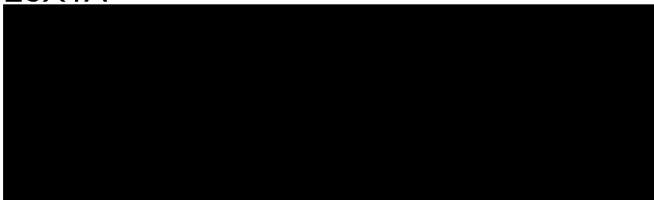
1. In response to your memorandum of 30 January 1969 on this subject, we are happy to report that ORD is planning to initiate a new retirement schedule. This will be requested through the proper office and we hope to have it in effect within the next four to six weeks.

2. Records which have been submitted to this Office during the past quarter are prescreened prior to assigning them to the [REDACTED]. This screening has reduced the volume of retirement material from 10 cubic feet to 8 cubic feet during this exercise.

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3. A new report covering the current quarter will be submitted in July.

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Executive Officer  
Office of Research and Development

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